

TO: BOARD OF LIBRARY TRUSTEES

FROM: Tim Hetherton, Library Services Director
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PREPARED BY: Tim Hetherton, Library Services Director

TITLE: Corona Del Mar Branch Project update

DISCUSSION:

Library staff is preparing a closure plan for the branch. A “closing the CDM Branch” committee has been formed to work out the plan needed to make the eventual closure of the branch as trouble-free as possible. In addition to Library Admin members Dave Curtis, Debbie Walker and Melissa Kelly, members include Andrea Jason (current CDM Branch Librarian), Melissa Hartson, Julie Duncan and Daniel Becerra. Melissa H, Julie and Daniel bring with them the expertise of their departments which include Collection Development, Technical Processing and Circulation. The committee met first in early December and most recently in January 11. The January meeting was held at CDM and in addition to committee members, attended by Mark Vukojevic from Public Works (project manager). Mark discussed the closure timeline in greater detail and answered general questions about the project. The group will meet at least once a month in the time leading to the closure and more frequently if necessary as the target date approaches.

While a closure date has not yet been established, staff is preparing for the transfer of collections, computer equipment, and furniture.

Children’s programming will be provided during the closure at the Community Youth Center at Grant Howald Park. Concierge service will be maintained at OASIS during the closure so residents can pick up their holds and return items. Staff has requested that the book drop remain at the CDM Branch site during the closure for the convenience of our customers and for continuity purposes.

The Friends of the Library are considering holding a sale at the branch in of items that will not be kept in storage or integrated into the collections at other branches.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).